



# GUARDIAN CAPITAL

**JOB TITLE:** Portfolio Administration Analyst (18 Month Contract)  
**DEPARTMENT:** Administration, Guardian Capital Advisors LP (“GCA”)  
**REPORTS TO:** Team Leader, Administration  
**LOCATION:** Toronto, ON

## **JOB STATEMENT:**

GCA has an immediate need for a Portfolio Administration Analyst. As part of the private wealth management administration team, the role’s main responsibilities are to provide support for the existing analysts in servicing the onshore and offshore clients of Guardian Capital Advisors. This role is suitable for an individual in a similar role who has industry knowledge and experience, advance Excel skills (can build macros, functions, pivot tables), Access skills and experience with the related systems.

**Guardian Capital requires all new hires to be fully vaccinated against COVID-19 at least 14 days before the start date (subject only to any approved accommodation).**

## **ESSENTIAL FUNCTIONS:**

- Assisting with the preparation and maintenance of reporting for high profile and sensitive clients;
- Documenting and tracking all trade errors and failed trades;
- Generating the monthly asset breakdown and Top 25 stock reports;
- Quarterbacking the quarterly management fee process, including inter-period calculations of closed accounts;
- Managing and distributing the quarterly payment of referral fees;
- Setting up and classifying securities on GCA’s portfolio accounting and trade management systems;
- Uploading client investment data to GCA’s website on a weekly basis, to be accessible by the clients;
- Updating the accounting system (SS&C Pacer) with monthly interest on cash transactions from the custodian;
- Supporting the maintenance of client information on the CRM (Client Relationship Management) system;
- Assisting with quarterly client statement production;
- Performing back-up duties for the Settlements Administrator; and
- Assisting in other operations tasks that may be required.

## **QUALIFICATIONS:**

- University degree in business or economics or computer science
- 2-5 years of experience in the securities industry
- Successful completion of CSC course
- Strong knowledge of the SS&C Pacer portfolio accounting system
- Strong interpersonal and problem-solving skills
- Ability to meet deadlines and multi-task
- Advanced abilities in Microsoft products such as Excel (macros, functions, etc and Access)

## **COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com). Guardian is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian will endeavour to provide reasonable accommodation*

*to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.  
We thank all applicants for their interest but only those selected for an interview will be contacted.*